

## **Operations**

**Subject:** Michigan Emergency Management Plan

### **Information:**

The purpose of these guidelines is to establish a procedure to carry out Passenger Transportation Division's (PTD) and local transit agencies' assigned responsibilities as outlined in Michigan's Emergency Management Plan (MEMP). These assigned responsibilities occur in the Resource Support Function of the MEMP, which includes securing additional public transportation resources for emergency evacuations, under Act 390, 30.408 Section 8(l). These additional resources include buses, ferries and operators. The authority to use these resources comes from public act 390 of 1976, 30.405 Section 5 (1)(b), "The governor may utilize the available resources of the state and its political subdivisions as are necessary to cope with the disaster or emergency."

In a Governor's declared disaster or an emergency in which MDOT may be asked to coordinate the service of local transit agencies' buses, ferries and operators, PTD will be placed on an Emergency Alert Status by Michigan Department of Transportation's (MDOT), Emergency Management Coordinator (EMC). When it is determined that these services are needed, and MDOT's EMC has placed PTD on Emergency Alert Status, the appropriate local transit agencies will be contacted.

Annually, local transit agencies will be required to verify and update information in the Transit Agency Emergency Contact Information listing for their transit agency via the state annual application process (see Attachment A). Transit agencies should also provide any changes to this contact information throughout the year to their MDOT project manager as they occur.

### **Actions Needed:**

- Local transit agencies are responsible for verifying/updating information on MDOT's Transit Agency Emergency Contact Information listing via their submittal of the state annual application and/or through the project manager as they occur throughout the year (see Attachment A).
- PTD will contact the appropriate transit agencies as needed, in the event that the division is placed on Emergency Mobilization Status. The PTD contact person will provide the transit agencies all appropriate information regarding the mobilization as directed by MDOT's EMC.
- PTD will monitor and coordinate activities as needed throughout the mobilization.
- Once the mobilization has ended, the transit agency may submit a reimbursement request payment packet for expenses incurred by the transit agency during the

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mobilization. Expenses should be in accordance with local transit agency expense reimbursement policy, MDOT's Local Public Transportation Revenue and Expense Manual, OMB Circular A-87, and Federal Emergency Management Agency (FEMA) guidelines for reimbursement.

- The request for reimbursement should include the following information:
  - a. Summary of event and actions taken by transit agency;
  - b. Letter requesting payment including the total amount to be reimbursed;
  - c. Driver information, (time card, hourly wage, fringe benefits - straight time, fringe benefits- over time);
  - d. Lodging, meals, tips and miscellaneous expenses (supported by actual receipts);
  - e. Vehicle information, (number of vehicles, type, seat quantity, lift seat quantity, expenses (operating, direct, and indirect);
  - f. Special reimbursement requests will be reviewed on an individual basis. Special reimbursement requests include, but are not limited to, work done by mechanics to prepare vehicles for use, employees present at scene to help facilitate vehicle pick up and drop offs, the use of a dispatcher to communicate with vehicles or other miscellaneous expenses supported by a cost allocation plan.
- Request for reimbursement should be sent to:

Matt Blackledge, PTD Emergency Coordinator  
Michigan Department of Transportation  
Passenger Transportation Division  
425 W. Ottawa, P.O. Box 30050  
Lansing, MI 48909

**Contact:** If you have any questions, please contact Matthew Blackledge, PTD Emergency Coordinator at (517) 335-2538, or via e-mail at [Blackledgem2@michigan.gov](mailto:Blackledgem2@michigan.gov).

**Approved:**

  
Division Administrator

3/23/05  
Date

**Attachment A – Transit Agency Emergency Contact Information**

**PTD:PAS:TARS:TAU:MDB**

## **Transit Agency Emergency Contact Information**

### **Attachment A**

Transit Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

| Emergency Management Contact Name(s): | Emergency Phone Numbers<br>During Business Hours | Emergency Phone Numbers<br>After Business Hours |
|---------------------------------------|--|---|
| 1.                                    |  |   |
| 2.                                    |  |   |
| 3.                                    |  |   |

**RETURN TO:**

Matthew Blackledge  
Michigan Department of Transportation  
Passenger Transportation Division  
425 West Ottawa  
P.O. Box 30050  
Lansing, Michigan 48909  
FAX (517) 373-7997